

## DEALER-WHOLESALE ONLY APPLICATION CHECK LIST ✓

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dealer License", OL 248.

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.



**Applicants applying for a dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting the original Certificate of Completion with their application.**

<b>A. FORMS/\$151.00 NON-REFUNDABLE FEE REQUIRED: (Attach documents in the following order.)</b>	✓
Dealer-Wholesale Only Application Check List (OL 248C)	
Application for Original Occupational License, Part C (OL 12)	
Original Application for Occupational License, Part A (OL 21A)	
Surety Bond of Dealer (OL 25) <b>OR</b> Surety Bond of Motorcycle Dealer, Motorcycle Lessor-Retailer, All Terrain Vehicle Dealer, or Wholesale-Only Dealer [less than 25 vehicles per year] (OL 25B) <b>NOTE:</b> Refer to bond information on Pages 6 - 7 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf">http://www.dmv.ca.gov/vehindustry/ol/ol_handbooks/ol248.pdf</a> .	
Authorization To Release Financial Information (OL 53)	
Property Use Verification for Vehicle Dealer's License (OL 902)	
Application for Occupational License Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed under ownership on form OL 12.</i>	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 12.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) <i>Required for each person completing form OL 29.</i> Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
<b>B. ADDITIONAL DOCUMENTS REQUIRED: (Attach documents in the following order.)</b>	✓
The original Dealer Education Certificate of Completion issued by the public provider.	
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
A copy of your Business License.	
A copy of your State Board of Equalization Resale Permit.	
Photograph(s) of business location. <b>NOTE:</b> Refer to Photograph Procedure information on Pages 4 - 5 in <i>How To Complete An Application For A Vehicle Dealer License</i> (OL 248) <a href="http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm">http://www.dmv.ca.gov/vehindustry/ol/photoreq.htm</a> .	
<b>C. IMPORTANT INFORMATION: (Incomplete applications will be returned.)</b>	✓
Keep a copy of all documents for your records.	
<b>Recommend mailing Certified US Postal Mail Services.</b> Mail complete package to: DMV – Occupational Licensing Attn: Wholesale App Unit PO Box 932342 MS L224 Sacramento, CA 94232-3420	
Allow 4 weeks for processing. Applicants that do not meet all the following requirements will be notified within 120 days:	
<ul style="list-style-type: none"> <li>• DOJ Fingerprint results</li> <li>• Location inspection</li> <li>• Background check of application information</li> </ul>	
When you receive your license you may apply for dealer plates on the Application for License Plates (OL 22) <a href="http://www.dmv.ca.gov/forms/ol/ol22.htm">http://www.dmv.ca.gov/forms/ol/ol22.htm</a> .	

